



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: ENTRY DEPARTMENT MAILER

WORKING DATES: May through August, start and finish dates are negotiable.

GENERAL DESCRIPTION:

The position of Mailer reports to the Entry Department Manager. This position is responsible for performing mailing and general office tasks related to the Entry Department.

RESPONSIBILITIES:

1. Coordinating mailings of all receipts, tickets and parking passes to exhibitors.
2. Assisting in opening and coding incoming mail.
3. Copying and filing entry forms and receipts.
4. Assisting with proofing of judging results during the Fair.
5. Assist with data entry as needed.
6. Performing other duties as assigned by the Entry Department Manager.

QUALIFICATIONS:

The incumbent must be 18 years of age or older, have good keyboarding skills and be able to work extended hours including Saturday and Sunday when needed. The regular work hours are 8:00am to 5:00pm.